

Invoice Batch Submission for Accounting Review

Date: [Insert Date]

To: [Accounting Department/Manager's Name]

From: [Your Name]

Subject: Submission of Invoice Batch for Review

Dear [Accounting Department/Manager's Name],

I hope this message finds you well. Please find attached the batch of invoices for review and processing. The details of the invoices are as follows:

- Invoice Number: [Invoice #1] | Amount: [Amount #1] | Due Date: [Due Date #1]
- Invoice Number: [Invoice #2] | Amount: [Amount #2] | Due Date: [Due Date #2]
- Invoice Number: [Invoice #3] | Amount: [Amount #3] | Due Date: [Due Date #3]

Please let me know if you require any further documentation or clarification regarding these invoices. I appreciate your prompt attention to this matter and look forward to your feedback.

Thank you.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]